

## Wyoming Worksite Wellness' ABC's for building a wellness program

Achieving administrative wellness support

Building a dedicated wellness team

Collecting appropriate wellness data

### Developing a worksite wellness program plan

Executing wellness interventions

Forming a supportive wellness culture

Generating the correct wellness outcomes evaluations

## Developing a worksite wellness program plan

Successful businesses do not operate without an annual business plan; and a wellness program should not operate without a plan. A well designed plan provides the road map for direction, successful implementation, continuity in operation as committee members rotate, and accountability of the wellness program and committee. Components of a good plan include, but are not limited to:

*A wellness plan should also compliment the business plan of your employer. This will help foster buy in from both the management and non-management workforce. Your success depends on it!*

Wyoming Worksite Wellness, 2008

- A mission statement
- Guidelines for forming a wellness committee
- Short-term goals
- Long-term goals
- Objectives
- Timelines
- A process for evaluating the interventions, committee, and over all wellness program

## Learning Objectives:

By the end of this section you should be able to apply the necessary skills and knowledge gained in this section; along with the knowledge and skills gained in other sections of this toolkit to:

- Integrate previously collected data to form goals, objectives, and a timeline that satisfies the needs of the employees and employer
- Develop a process of evaluating the wellness program and the effectiveness of the interventions
- Use the following plan template – or one similar – to build a worksite wellness plan that includes all or some of the objectives listed above



## Sample Mission Statements

The mission statement should be a global expression of what the Worksite Wellness Committee wants to accomplish using the Wyoming Worksite Wellness Toolkit. The mission statement may include a description of the value of the program to the worksite and to its employees. You may decide on a mission statement that reflects the work the committee wants to accomplish. You may choose to select one from these or create your own.

### Examples:

*“The mission of the (name of worksite) Worksite Wellness Committee is to establish and maintain a worksite that encourages environmental and social support for a healthy lifestyle.”*

*“To encourage employees’ personal and professional productivity, and physical and mental well-being, the mission of the (name of worksite) Worksite Wellness Committee shall be to promote a worksite culture that supports employees’ desire to make healthy lifestyle choices.”*

*“Because employees spend 40 hours a week at work, it is important that the worksite be a healthy place to work and support healthy choices for employees. It is the mission of the (name of worksite) Worksite Wellness Committee to work toward implementing policies that support a healthy worksite and healthy employees.”*

*“The worksite wellness committee will work to provide opportunities for employees to develop healthier lifestyles by supporting the adoption of habits and attitudes that contributes to their positive well-being.”*



## Sample Workforce Wellness Committee Action Plan

Workforce Wellness Committee Action Plan					
<b>Beginning Period Date to Ending Period Date</b> <i>Enter the month and the year this plan goes into effect, and the month and year this plan and its components are to be evaluated. One year is a standard period of time for each plan.</i>			<b>Month/Year</b>		<b>Month/Year</b>
<b>Company Name:</b>					
<b>Guidelines for Forming a Wellness Committee:</b> <i>Selecting and inviting the right individuals to serve as a member of the wellness committee involves paying close attention to membership details which include: their demographics, current physical condition, how well they are respected, communication skills, and their enthusiasm for helping others succeed. Each member should serve a three year term with one third of the committee rotating off each year. This will prevent too many members from rotating off at one time and help maintain consistent direction with the wellness program.</i>					
Committee Members	Phone #	e-mail	Committee Members	Phone #	e-mail
1.			7.		
2.			8.		
3.			9.		
4.			10.		
5.			11.		
6.			12.		

This form is a template that you can use to guide your wellness committee in developing an action plan for your workforce wellness plan.

**Mission Statement:** *The mission statement should be a global expression of what the Worksite Wellness Committee wants to accomplish using the Wyoming Workforce Wellness Toolkit. The mission statement may include a description of the value of the program to the worksite and to its employees. You may decide on a mission statement that reflects the work the committee wants to accomplish. **See sample mission statements on page 48***

**State your mission statement here:**

**Objective:** *State the overall objective of this action plan. You may find that the objective will change with later plans, but each plan needs to have short-term goals, and long-term goals that support an action plan objective.*

**State your objective here:**

**Short-term goals** have a short-time line (e.g., in a day, within a week, or possibly within a few months). *The short-term and long-term goals should be specific, measurable, achievable, realistic, and have a time limit (S.M.A.R.T.).*

**Short-term Goal 1:**

**Specific:** *Be clear and concise in stating the goal*

**Measurable:** *How are you planning to evaluate this goal? What are the anticipated outcomes?*

**Attainable:** *Does this goal reflect the interests of the workforce, management, and is it doable?*

**Realistic:** *Can the desired outcomes of this goal be reached without compromising the interests of the workforce wellness program participants.*

**Time line:** *This is a short-term goal. You should plan a goal that can be implemented in a few months or less.*

**Note:** You will have more than one objective, short-term goal, and long-term goal. Each objective should have at least one short-term goal and one long-term goal; however, you may list more than one short-term and long-term goal for each objective.

**Long-term goals** are goals that you will take longer than short-term goals to achieve (e.g., one year, five years, or twenty years).

*Long-term goals are often the goals that produce the outcomes we measure for program success, participant interest, and overall effectiveness of the workforce wellness program. One problem, however, is that the achievement of these goals is usually farther in the future. As a result, we may have trouble staying focused and maintaining a positive attitude toward reaching these goals. This is why it is important for the short-term goals to support the long-term goals, and the short and long-term goals to support the objective.*

**Long-term goals** have a short time line (e.g., in a day, within a week, or possibly within a few months). *The short-term and long-term goals should be specific, measurable, achievable, realistic, and have a time limit (S.M.A.R.T.).*

**Long-term Goal 1:**

**Specific:** *Be clear and concise in stating the goal*

**Measurable:** *How are you planning to evaluate this goal? What are the anticipated outcomes?*

**Attainable:** *Does this goal reflect the interests of the workforce, management, and is it doable?*

**Realistic:** *Can the desired outcomes of this goal be reached without compromising the interests of the workforce wellness program participants*

**Time line:** *This is a long-term goal. You should plan a goal that can be implemented in a one year or less.*

Note: You will have more than one objective, short-term goal, and long-term goal. Each objective should have at least one short-term goal and one long-term goal; however, you may list more than one short-term and long-term goal for each objective.



<b>Evaluation of Objective 1 – Short-term goal</b>			
<b>Short-term goal 1:</b>			
<b>Were the goals of this objective met?</b>	<b>Yes</b>	<b>No</b>	
<b>Did the outcome meet expectations?</b>	<b>Yes</b>	<b>No</b>	
<b>Were the outcomes above expectations?</b>	<b>Yes</b>	<b>No</b>	
<b>How so?</b>			
<b>Were the outcomes measured below expectations?</b>	<b>Yes</b>	<b>No</b>	
<b>How so?</b>			
<b>Recommendations for this objective:</b>	<b>Continue</b>	<b>Revise</b>	<b>Discontinue</b>
<b>Briefly State Revisions Below:</b>			

<b>Evaluation of Objective 1 – Long-term goal</b>			
<b>Long-term goal 1:</b>			
<b>Were the goals of this objective met?</b>	<b>Yes</b>	<b>No</b>	
<b>Did the outcome meet expectations?</b>	<b>Yes</b>	<b>No</b>	
<b>Were the outcomes above expectations?</b>	<b>Yes</b>	<b>No</b>	
<b>How so?</b>			
<b>Were the outcomes measured below expectations?</b>	<b>Yes</b>	<b>No</b>	
<b>How so?</b>			
<b>Recommendations for this objective:</b>	<b>Continue</b>	<b>Revise</b>	<b>Discontinue</b>
<b>Briefly State Revisions Below:</b>			

